United States
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Office of Solid Waste
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Response

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Superfund Community Involvement Toolkit

Revisions to the Superfund Community Involvement Toolkit Since Publication

As of July 2003, the following revisions have been made to the Superfund Community Involvement Toolkit since publication in September 2002:

- A new Tool on Redevelopment Planning (Tab 47) was added (July 2003).
- Tab 40 (Superfund Regional Ombudsman) was revised to reflect the re-designation of Ombudsmen as Public Liaisons (June 2003).
- Tab 41 (Technical Assistance for Communities) was revised to reflect recent EPA rulemaking for administering Superfund Technical Assistance Grants (TAG) (June 2003).
- Tabs 16 (Federal Agencies) and 27 (Other EPA Programs) were revised to update contact information and website addresses (May 2003).

Also, the CD-ROM version now includes OSWER Directives related to Superfund Community Involvement.

Preface

The U.S. Environmental Protection Agency's (EPA) Superfund community involvement program provides citizens affected by abandoned hazardous waste sites with information and opportunities to participate as active partners in the decisions that affect the Superfund sites in their community. Although EPA's commitment to the community dates to 1980 when the Superfund program's enabling legislation was enacted, EPA's approach to the community has changed. EPA no longer just distributes Superfund site information to the public; it promotes meaningful citizen participation in the decisions affecting the sites. As a result of this change, local citizen participation is now speeding up the cleanup of many hazardous waste sites and reducing costs as well, demonstrating that local citizens and EPA can work together effectively to protect human health and the environment.

EPA's Office of Emergency and Remedial Response (OERR) prepared this Superfund Community Involvement Toolkit to provide Superfund Regional Site Teams and other staff with a practical, easy to use aide for designing and enhancing their community involvement activities. The Toolkit also is intended to help avoid the pitfalls common to the community involvement process. The Toolkit enables EPA's community involvement staff and Regional Site Teams to quickly review and adapt existing community involvement tools, such as public notices, presentations, and community interviews, to their own needs. In addition, the Superfund Community Involvement Toolkit lists useful references and resources available to community involvement staff and provides examples of a wide range of outreach and educational materials. Electronic versions of many of the materials referenced in the Toolkit (templates, sample documents, fact sheets, etc.) have been assembled on the supplemental CD-ROM included in the Toolkit.

HOW TO USE THE TOOLKIT

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The Superfund Community Involvement Toolkit is a comprehensive and practical tool for promoting successful community participation in the Superfund process. The Toolkit contains 47 tools, each of which describes activities that Superfund Site Teams have used successfully or provides information on available resources. Tools are arranged alphabetically by name of tool and are separated by tabs printed with a number.

Each tabbed section begins with a one- to six-page introduction that summarizes the tool or community involvement activity. The introduction provides a brief description of the activity, indicates whether the activity is required by law or regulation (if relevant), and includes suggestions on how to use the tool/activity and when in the Superfund process it works best. The introduction concludes with a brief summary of key tips for using the tool/activity. Any tools or aids follow the introduction.

Many tools include sample document templates, easy-to-use tools, case studies, and a wide range of suggestions and recommendations for implementing various community involvement activities. The tools are cross-referenced with related tools, and many include citations to other reference materials and guidance. The tools can be adapted, combined, or reinvented as necessary to fit the specific needs of community involvement staff or the Regional Site Team.

The supplemental CD-ROM included in the Toolkit contains electronic versions of many of the materials referenced in the Tool sections, in either PDF format for printing or WordPerfect format for editing and adapting. An electronic version of the Superfund Community Involvment Handbook, EPA 540-K-01-003, is included on the CD-ROM.

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Community Involvement Activities Throughout the Remedial Process Timeline

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